



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 18.13-DOE

Subject: Assessment Of IPP/IEP Goals

supersedes: DYD 16.2

Approved by:

Effective date:

07/01/1990

Authority:

TCA 37-5-106

ACA Standard:

N/A

- I. APPLICATION: All Youth Development Center and Community Residential Program Staff.
- II. POLICY: It shall be the policy of the Department of Children's Services that there will be continuing observation and assessment of movement towards attaining the IPP/IEP goals for each youth.
- III. PROCEDURE: An assessment of a youth's progress towards meeting the goals delineated in the IPP/IEP will take place as follows:
 - A. As there is the objective of continuing assessment, there will be a quarterly staffing to evaluate the youth's progress towards meeting the goals as stated in the IPP/IEP. Meetings will be called by the team leader, however, whenever the youth's performance or program suggests the need for more frequent staffing. The parents, guardian and/or surrogate, when a surrogate is required by law, will receive written notice of both the initial and quarterly staffings and be encouraged to attend.
 - B. Monthly staff meetings will be held in order to assess and make observations about the youth's progress towards meeting the goals outlined in the IPP/IEP. These staff meetings will include the counselor, academic teachers, special education teacher, vocational teacher, and living unit supervisor as indicated. Other qualified professionals, such as psychologists, may be called upon to participate, as necessary. The purpose of this meeting is to acquaint those who deal with the youth of his progress in other areas; to alert all staff to special needs or problems that have arisen, and to provide a multi-disciplinary approach to meeting the special needs and problems of the youth. Special emphasis will be given to coordinating reading skills with vocational programs and regular academic programs. A written report summarizing the results of the meeting will be

prepared. Parents, guardians, and surrogates, when a surrogate is required by law, will be notified that the monthly reports are available upon request.

- C. A quarterly progress report will be sent to the parents, guardian, surrogate, when a surrogate is required by law, and the LEA representative concerning the youth's progress as related to the specific subjects and areas of the IPP/IEP. In each quarterly progress report, the parents, guardians, and surrogate will be informed that it is their right to further inquire or comment regarding the report.

IV. FORMS: None

**(Note: This Policy Cannot Be Revised Without Prior Permission
of Chancery Court, Davidson County, Nashville, Tennessee.)**